

# Environmental Engineering and Earth Sciences

## VISA FORM

|                   |  |
|-------------------|--|
| Date:             |  |
| Employee/Student: |  |
| Account Number:   |  |
| Total Cost:       |  |

Maximum charge allowed is \$2,500.

☐ Travel

☐ Supplies/Other

Purpose of Charge:

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Vendor:

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Destination:

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Purpose:

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Dates of Travel:

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**\*\*ONLY** airline tickets, train tickets plus baggage fees if purchased with ticket, and rental cars can be charged to CU Visa/P-card for employees. Student group travel expenses may be paid in full with the CU Visa including those of the employee chaperone(s). [Purchasing Card Policies and Procedures](#)

Comments:

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Purchaser Signature

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PI Signature

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Dept Chair Signature

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Print Form

\*Submit to Melyssa Flinchum (Rich Lab) or Lori Alexander (Brackett Hall) with all paid receipts attached.